

ARKANSAS FORESTRY COMMISSION
TRAINING POLICY
§ 110

Required forms A35.302, A135.300 (as applicable)

Policy

1. Employee training is an integral part of AFC operations. It promotes safety and competency in work performance.
2. The training program for each position consists of a course curriculum and on-the job skills development. Successful completion of training and development of skills are required to retain employment and to advance with the AFC.
3. Newly hired or promoted employees are on probation for twelve months.
4. To retain employment, probationary employees must successfully complete the course curriculum and demonstrate identified skills during probation.
5. Entry-level minimum qualifications are set-out on State Class Specifications for each job. These specifications are listed on all AFC Job Vacancy Notices. Supervisors may obtain a copy of any Class Specification by contacting the AFC Personnel Office or by going to:
http://www.accessarkansas.org/dfa/personnel_mgmt/opm_classcodes.html.
6. By submitting to the AFC Personnel Manager a completed Form A35.302, Unit Managers certify that employees meet all entry-level requirements for the position.
7. Supervisors of probationary employees shall review the employees' training and skills development progress and will schedule training opportunities.
8. All training must be approved through supervisory channels by submitting Form A135.300. Training approval is subject to fund availability.
9. All positions must complete Basic Orientation Training Course, FR-101 and Inter-Agency Training Course, Preventing Sexual Harassment.
10. All positions with AASIS duties must successfully complete training for each assigned AASIS role.
11. Contact the AFC Personnel Manager for AASIS Role(s) Security clearance and enrollment in required AASIS courses.
12. Several positions must successfully complete Inter-Agency Training Program (IATP) courses. Consult IATP quarterly calendar mailed to all AFC offices or go to:
http://www.arkansas.gov/dfa/personnel_mgmt/opm_iatp_training.html for enrollment dates. Submit form A135.300 before enrollment dates to AFC Personnel.

ARKANSAS FORESTRY COMMISSION
TRAINING POLICY
§ 110

13. All positions with supervisory responsibilities must complete the following IATP courses:
 - a. Administering Discipline
 - b. Grievance Prevention and Handling
 - c. Interpersonal Communications
 - d. Supervisory Management Institute
 - e. T.H.E. (The Human Element) Course
14. All positions with supervisory responsibilities also must complete:
 - a. AFC Personnel Policy Review, HR-101
 - b. Performance Evaluation, HR-102
15. All employees in positions requiring a forestry degree must become a Registered Forester within one year of employment.
16. Contact the AFC Staff Development Coordinator for other AFC Training.
17. The Staff Development Coordinator will list all AFC and related training on the AFC website. See the Jobs, Training, and Safety link at <http://www.forestry.state.ar.us/>
18. Optional training to gain National Wildfire Coordinating Group (NWCG) certification must be approved by the AFC Unit Manager on A135.300 and submitted through supervisory channels. See Procedure section. If approved, the AFC Staff Development Coordinator will coordinate with employee and notify supervisor.
19. The AFC Academic Training System (AFCats) can produce reports showing 1) Required Courses by position – which include required courses and any optional courses. For quick reference, those reports follow AFC § 110 policy; 2) Courses Taken by Employee – lists courses employee taken; 3) Missing Course Report – showing courses an employee must take to fulfill training requirements outlined in this policy; and 4) Course Roster report that lists students in a particular training course by date.
20. AFC positions not listed elsewhere in this policy have no training requirements other than listed on AFCats Required Courses (attached), and in paragraphs 9, 10, 11, 12, 13, 14, and/or 15.

ARKANSAS FORESTRY COMMISSION
TRAINING POLICY
§ 110

Training Requirements

21. Ranger I's must meet the following entry-level criteria:
 - a. high school diploma or GED;
 - b. 18 years of age;
 - c. upon receiving a contingent offer of employment, pass a physical fitness exam that indicates ability to perform essential job functions, with or without a reasonable accommodation;
 - d. obtain physician approval to take and then pass AFC physical fitness standard during new hire one-year probationary period and every calendar year thereafter; and
 - e. possess, or obtain within sixty days of employment, a commercial drivers license with a rating for the most complicated equipment in the county or district of employment.
22. To retain employment, Ranger I's must successfully complete the following during probation:
 - a. Fire Plow Operation, Maintenance, and Safety, FR-105
 - b. Incident Command System, ICS-100
 - c. Introduction to Fire Behavior, S-190
 - d. Wildfire Suppression, S-130
 - e. Rider Safety Training, ATV
 - f. First Aid and CPR
 - g. National Management Incident System (NIMS), IS-700
23. Optional training for Ranger I's to qualify as a NWCG FFT-2 Firefighter requires successful completion of Arduous Pack Test, 3 mile/45 minutes/45 pounds.
24. To promote to a Ranger II, the Ranger I must meet the following entry-level criteria:
 - a. successfully performed one year as a Ranger I;
 - b. one year experience in fire prevention and suppression;
 - c. completion of all Ranger I required training;
 - d. possess a commercial driver's license with a rating for the most complicated equipment in the county or district of employment;
 - e. pass AFC physical fitness standard.
25. To retain employment, Ranger II's must successfully complete the following during probation:
 - a. Insect and Disease Recognition, FR-202
 - b. Basic Forest Management, FR-205
 - c. Fire Report Completion, FR-206
 - d. Surveying and Map Reading, FR-212
 - e. Tree Identification, FR-213
 - f. GPS Field Mapping, FR-217

ARKANSAS FORESTRY COMMISSION
TRAINING POLICY
§ 110

- g. Seedling Handling & Planting Inspection, FR-220
- h. Wildland Fire Cause Determination for First Responders, FI-110
- i. Chainsaw Operations, S-212
- j. Intermediate Fire Behavior, S-290
- k. Basic Incident Command System, ICS-200
- l. National Incident Management System (NIMS), IS-700
- m. First Aid and CPR
- n. Rider Safety Training, ATV
- o. pass the AFC physical fitness standard annually.

26. PSSF Forest Technicians must meet the following entry-level criteria:

- a. high school diploma or GED;
- b. 18 years of age;
- c. upon receiving a contingent offer of employment, pass a physical fitness exam that indicates ability to perform essential job functions, with or without a reasonable accommodation;
- d. obtain physician approval to take and then pass AFC physical fitness standard during new hire one-year probationary period and every calendar year thereafter; and
- e. possess, or obtain within sixty days of employment, a commercial drivers license with a rating for the most complicated equipment at PSSF.

27. To retain employment, PSSF Technicians must successfully complete during probation Forest Ranger I and Forest Ranger II training.

28. To retain employment, Ranger II's and PSSF Forest Technicians also must adequately and consistently demonstrate skills in performing:

- a. surveying (write legal descriptions to the nearest ten acres, locate ten-acre tracts on maps using legal descriptions, identify topographic features on topographic map and locate these features on the ground, locate in the field corners of a tract from a legal description, follow an established compass course and record bearing and distance of each leg, determine acreage of tracts using ready-mapper and a dot grid, draw sketch maps of tracts showing major features and use GPS to determine same data);
- b. tree identification (identify at least ten of the locally predominate commercial or ornamental species, and use a dendrology key to identify other species);
- c. chainsaw operation (proper use, identify safety and maintenance equipment, safely and competently fell a tree, trim the limbs, and buck the log into predetermined lengths);
- d. mobile equipment use (practice CDL pre-trip inspections of transport truck, practice pre-start inspections on crawler tractor, understand abilities of the crawler tractor in the county including the limitations to constructing fire lines, safely and competently blade fire lines to mineral soil, push over dead snags,

ARKANSAS FORESTRY COMMISSION
TRAINING POLICY
§ 110

- push down, uproot, and move live trees, safely and competently plow fire lines, use blade to fill and level a plowed line);
- e. tractor plow boss (identify fuel models and describe fuel behavior in county under different weather conditions, describe appropriate conditions to use direct attack or indirect attack and the tactics of line construction, describe the use of firing techniques with line construction, use natural barriers and anchor points);
 - f. fire control (assemble, identify, and routinely use PPE and safety equipment, properly use, maintain, store, and transport hand tools, use standard fire terminology, correctly size-up wildfires, plan wildfire suppression tactics, construct fire lanes with and without burnout, apply direct and indirect attack methods, act as Incident Commander);
 - g. forest health (know how to use insect and disease reference books, identify in the field locally important forest diseases and insects (by insect and damage), act on and report forest health problems);
 - h. forest measurements (determine diameters, heights, ages, growth rates, basal areas, and volumes using equipment available in the District, under supervision mark a tract for partial harvest, tally marked trees, record data, compute volume to be harvested, delineate forest stand types from aerial photos, collect tract data sufficient for stand prescriptions and a management plan, submit sketch maps, information, and data in required formats);
 - i. incident reporting (prepare incident reports, prepare reports for maintenance work, forest management, forest health, or administration); and
 - j. program presentation (prepares for and conducts presentations).

ARKANSAS FORESTRY COMMISSION
TRAINING POLICY
§ 110

29. Optional training for Ranger II's and PSSF Forest Technicians to qualify for NWCG certifications are:
- a. successful completion of Arduous Pack Test, 3 mile/45 minutes/45 pounds
 - b. Advanced Firefighter, S-131
 - c. Task Books and Certification Completion:
 - FFT-1 & IC-5
 - d. Initial Attack Incident Commander, S-200
 - e. Fire Operations in Urban Interface, S-215
 - f. Dozer Boss, S-232
 - g. Single Resource Boss, S-230
 - h. Ignition Operations, S-234
 - i. Task Books and Certification Completion:
 - Incident Commander, IC-4
 - Dozer Boss, DOZB
 - Tractor Plow Boss, TRPL
 - Firing Boss, FIRB
30. Ranger III's must meet the following entry-level criteria:
- a. have at least two years experience in fire prevention and suppression;
 - b. successfully completed all Ranger I and II training;
 - c. satisfactorily performed as a Ranger II;
 - d. be accepted as a candidate for law enforcement certification; and
 - e. possess a commercial driver's license with a rating for the most complicated equipment in the county or district of employment.
31. To retain employment, Ranger III's must successfully complete the following during probation:
- a. Wildfire Origin & Cause Determination, FI-210
 - b. Intermediate ICS, ICS-300
 - c. National Management Incident System (NIMS), IS-700
 - d. National Response Plan (NRP), IS-800
 - e. Urban Forestry, FR-312
 - f. Best Management Practices, FO-125
 - g. Forest Management Plan Development, FO-126
 - h. Law Enforcement Training, LEO
 - i. Law Enforcement Annual Refresher Course, LE
 - j. Initial Attack Incident Commander, S-200
 - k. Fire Operations in Urban Interface, S-215
 - l. Prescribed Fire Course, RX-300AR
 - m. Supervisory courses, see paragraph 13 & 14
 - n. pass the AFC physical fitness standard annually.

ARKANSAS FORESTRY COMMISSION
TRAINING POLICY
§ 110

32. Optional training for Ranger III's qualify for NWCG certifications are:
- a. successful completion of Arduous Pack Test, 3 mile/45 minutes/45 pounds
 - b. Ranger II optional NWCG certification plus:
 - c. Strike Team/Task Force Leader, S-330
 - d. Fire Calculations, S-390
 - e. Senior Incident Commander, S-300
 - f. Prescribed Fire Burn Boss, RX-300
 - g. Introduction to Fire Effects, RX-310
 - h. Task Book Completion and Certification:
 - Incident Commander, IC-3
 - Strike Team Leader Dozer, STDZ
 - Strike Team Leader Plows, STPL
 - Prescribed Fire Burn Boss 2, RXB2
33. PSSF State Forest Foreman must meet the following entry-level criteria:
- a. have at least two years experience in fire prevention and suppression;
 - b. successfully completed all Ranger I and II training;
 - c. satisfactorily performed as a Ranger II or a Forest Technician;
 - d. possess a commercial driver's license with a rating for the most complicated equipment at PSSF.
34. To retain employment, PSSF State Forest Foreman must successfully complete the following during probation:
- a. Wildfire Origin & Cause Determination, FI-210
 - b. Intermediate ICS, ICS-300
 - c. National Incident Management System (NIMS), IS-700
 - d. National Response Plan, NRP), IS-800
 - e. Urban Forestry, FR-312
 - f. Best Management Practices, FO-125
 - g. Forest Management Plan Development, FO-126
 - h. Initial Attack Incident Commander, S-200
 - i. Fire Operations in Urban Interface, S-215
 - j. Supervisory courses, see paragraph 13 & 14; and
 - k. pass the AFC physical fitness standard annually.
35. Optional training for PSSF State Forest Foreman to qualify for NWCG certifications are:
- a. successful completion of Arduous Pack Test, 3 mile/45 minutes/45 pounds
 - b. Ranger II optional NWCG certification plus:
 - c. Strike Team/Task Force Leader, S-330
 - d. Fire Calculations, S-390
 - e. Senior Incident Commander, S-300
 - f. Prescribed Fire Burn Boss, RX-300
 - g. Introduction to Fire Effects, RX-310

ARKANSAS FORESTRY COMMISSION
TRAINING POLICY
§ 110

- h. Task Book Completion and Certification:
 - Incident Commander, IC-3
 - Strike Team Leader Dozer, STDZ
 - Strike Team Leader Plows, STPL
 - Prescribed Fire Burn Boss 2, RXB2
36. Forester II's must meet the following entry-level criteria:
- a. a Bachelor's degree in Forestry from a Society of American Foresters accredited university;
 - b. at least one year experience as a County Forester or related position; and
 - c. possess, or obtain within sixty days of employment, a commercial drivers license with a rating for the most complicated equipment in the county or district of employment.
37. To retain employment, Forester II's must successfully complete the following during probation:
- a. Seedling Handling & Planting Inspection, FR-220
 - b. Urban Forestry, FR-312
 - c. ARC View, FO-117
 - d. Best Management Practices, FO-125
 - e. Forest Management Plan Development, FO-126
 - f. Incident Command System, ICS-100
 - g. Introduction to Fire Behavior, S-190
 - h. Wildfire Suppression, S-130
 - i. Basic ICS, ICS-200
 - j. Intermediate ICS, ICS-300
 - k. National Incident Management System (NIMS), IS-700
 - l. National Response Plan (NRP), IS-800
 - m. Initial Attack Incident Commander, S-200
 - n. Chainsaw Operations, S-212
 - o. Fire Operations in Urban Interface, S-215
 - p. Intermediate Fire Behavior, S-290
 - q. Fire Calculations, S-390
 - r. Prescribed Fire Course, RX-300AR
 - s. Rider Safety Training, ATV
 - t. First Aid and CPR
 - u. Registered Forester Certification, and
 - v. pass the AFC physical fitness standard annually.
38. Forester II's with supervisory responsibilities are required to take courses outlined in paragraph 13 & 14.
39. For optional training for Forester II's to qualify for NWCG certifications please refer to optional training listed for Ranger I, II, and III.

ARKANSAS FORESTRY COMMISSION
TRAINING POLICY
§ 110

40. If no candidates meet experience requirements for Forester II, the District Forester may hire the position as a Forester I for one year. Training requirements are the same as for Forester II position.
41. Staff Foresters must meet the following entry-level criteria:
- a. a Bachelor's degree in Forestry from a Society of American Foresters accredited university; and
 - b. at least three years experience as a County Forester or related position.
42. To retain employment, Staff Foresters must successfully complete the following during probation:
- a. Urban Forestry, FR-312
 - b. ARC View, FO-117
 - c. Best Management Practices, FO-125
 - d. Forest Management Plan Development, FO-126
 - e. Incident Command System, ICS-100
 - f. Introduction to Fire Behavior, S-190
 - g. Wildfire Suppression, S-130
 - h. Basic ICS, ICS-200
 - i. Intermediate ICS, ICS-300
 - j. Advanced ICS, ICS-400
 - k. National Incident Management System (NIMS), IS-700
 - l. National Fire Plan (NRP), IS-800
 - m. Initial Attack Incident Commander, S-200
 - n. Chainsaw Operations, S-212
 - o. Fire Operations in Urban Interface, S-215
 - p. Intermediate Fire Behavior, S-290
 - q. Fire Calculations, S-390
 - r. Rider Safety Training, ATV
 - s. First Aid and CPR, and
 - t. Registered Forester certification.
43. Staff Foresters with supervisory responsibilities are required to take courses outlined in paragraph 13 & 14.
44. District Foresters must meet the following entry-level criteria:
- a. a Bachelor's degree in Forestry from a Society of American Foresters accredited university; and
 - b. at least four years experience in forest management including three years as a County Forester or a related field with supervisory responsibilities.

ARKANSAS FORESTRY COMMISSION
TRAINING POLICY
§ 110

45. To retain employment, District Foresters must successfully complete all supervisory training during probation. See paragraph 13 & 14, and:
- a. Introduction to Incident Command System, ICS-100
 - b. Basic Incident Command System, ICS-200
 - c. Intermediate Incident Command System, ICS-300
 - d. Advanced Incident Command System, ICS-400
 - e. National Incident Management System (NIMS), IS-700
 - f. National Response Plan (NRP), IS-800, and
 - g. Registered Forester certification.
46. Forest Dispatchers must meet the following entry-level criteria:
- a. high school diploma or GED; and
 - b. one year experience in radio operations.
47. To retain employment, Forest Dispatchers must successfully complete the following during probation:
- a. National Fire Danger Rating System, D-101
 - b. Latitude and Longitude, D-102
 - c. Surveying/Map Reading, FR-212
 - d. Introduction to Fire Behavior, S-130
 - e. Incident Command System, ICS-100
 - f. National Incident Management System (NIMS), IS-700
 - g. Introduction to Fire Behavior, S-190; and
 - h. Intermediate Fire Behavior, S-290.
48. Optional training for Forest Dispatchers include:
- a. Basic ICS, ICS-200
 - b. Fire Calculations, S-390
49. Aircraft Pilots must meet the following entry-level criteria:
- a. FAA commercial pilot license; and
 - b. 500 hours flight time.
50. To retain employment, Aircraft Pilots must successfully complete the following probation:
- a. Surveying/Map Reading, FR-212
 - b. Introduction to Fire Behavior, S-130
 - c. Incident Command System, ICS-100
 - d. Basic ICS, ICS-200
 - e. National Incident Management System (NIMS), IS-700
 - f. Introduction to Fire Behavior, S-190; and
 - g. Intermediate Fire Behavior, S-290.

ARKANSAS FORESTRY COMMISSION
TRAINING POLICY
§ 110

51. Aviation Manager must meet the following entry-level criteria:
- a. FAA commercial pilot multi-engine license; and
 - b. three years experience in aircraft operations.
52. To retain employment, Aviation Manager must successfully complete the following during probation:
- a. Surveying/Map Reading, FR-212
 - b. Introduction to Fire Behavior, S-130
 - c. Incident Command System, ICS-100
 - d. Basic ICS, ICS-200
 - e. National Incident Management System (NIMS), IS-700
 - f. Introduction to Fire Behavior, S-190
 - g. Intermediate Fire Behavior, S-290; and
 - h. Supervisory courses. See paragraph 13 & 14.
53. Training Instructors must meet the following entry-level criteria:
- a. A bachelor's degree with coursework in educational psychology, and
 - b. two years training experience, OR
 - c. high school diploma or GED, and
 - d. six years training experience.
54. To retain employment, Training Instructors must successfully complete the following during probation:
- a. IATP Interpersonal Communications
 - b. IATP Instructor Training
 - c. First Aid and CPR
 - d. Forester Information & Education, FO111
 - e. Basic Information & Education, FR207
 - f. Basic Administration, FR301
 - g. Advanced Information & Education, FR305
 - h. Incident Command System, ICS-100
 - i. Basic ICS, ICS-200
 - j. National Incident Management System (NIMS), IS-700
 - k. Fire Fighter Training, S130; and
 - l. Introduction to Wildland Fire Behavior, S190
55. The Urban Forestry Coordinator must meet the following entry-level criteria:
- a. a Bachelor's degree in forestry or horticulture; and
 - b. at least three years experience in urban forestry.

ARKANSAS FORESTRY COMMISSION
TRAINING POLICY
§ 110

56. To retain employment, the Urban Forestry Coordinator must successfully complete the following during probation:
- a. Insect and Disease Recognition, FR-202
 - b. IATP Interpersonal Communications
 - c. Urban Forestry, FR-312; and
 - d. First Aid and CPR.
57. The Urban Forestry Partnership Coordinator must meet the following entry-level criteria:
- a. B.S. Degree in Forestry or related field; or
 - b. two year-degree in forestry or related field with two years experience in urban forestry.
58. To retain employment, the Urban Forestry Partnership Coordinator must successfully complete the following during probation:
- a. Insect and Disease Recognition, FR-202
 - b. IATP Interpersonal Communications
 - c. Urban Forestry, FR-312; and
 - d. First Aid and CPR.
59. Secretary II's must meet the following entry-level criteria:
- a. High school diploma or GED,
 - b. one year of secretarial training; and
 - c. three years secretarial experience.
60. To retain employment, Secretary I and II's must successfully complete the following during probation:
- a. IATP Interpersonal Communications
 - b. IATP Written Business Communications
61. Purchasing Agents (RFP) must meet the following entry-level criteria:
- a. High school diploma or GED, and
 - b. Class A Commercial driver's license.
62. To retain employment, Purchasing Agent (RFP) must successfully complete the following during probation:
- a. IATP T.H.E. Course, and
 - b. IATP Interpersonal Communications.
63. The Business Controller I must meet the following entry-level criteria:
- a. a Bachelor's degree in general business, business education, or accounting, or
 - b. high school diploma or GED,
 - c. one year advanced training in accounting or business education, and
 - d. three years experience.

ARKANSAS FORESTRY COMMISSION
TRAINING POLICY
§ 110

64. To retain employment, Business Controller I must successfully complete IATP Interpersonal Communications during probation.
65. The Payroll and Benefits Representative must meet the following entry-level criteria:
- a. a Bachelor's degree in personnel management or related field, or
 - b. high school diploma or GED,
 - c. four years' experience in general office work, and
 - d. two years' experience in personnel/payroll.
66. To retain employment, Payroll and Benefits Representative must successfully complete the following course curriculum during probation:
- a. IATP Interpersonal Communications and
 - b. IATP T.H.E Course.
67. A Travel and Conference Fund is administered by the AFC Personnel Manager and will be used for 1) job retention training, 2) required conferences, 3) optional training, and, 4) optional conferences. Optional training and conferences must relate to AFC jobs and attendees must be able to demonstrate information learned at such conferences will benefit the AFC. No job enhancement training or conferences will be approved.
68. The State Forester may waive course curriculum requirements if an employee successfully completed generally equivalent formal training courses.
69. Employees rehired to an AFC position within two years after leaving must:
- a. Complete required courses not previously taken; and
 - b. Complete required courses substantively revised since previously taken.
70. The Personnel Office shall maintain official employee training records.

Procedure

71. A35.302, Probationary Appointment and Certification of Qualifications
- a. The Unit Manager will complete the A35.302. Refer to section of this policy for training requirements of position. Contact the AFC Personnel Office to verify starting date and salary.
 - b. Submit to Personnel Office. The State Forester will discipline Unit Managers who submit A35.302's for unqualified persons.
72. A135.100, Travel/Training Request Form
- a. The A135.300 form is used to request any training, including Inter-Agency Training Program (IATP) courses.

ARKANSAS FORESTRY COMMISSION
TRAINING POLICY
§ 110

- b. Complete A135.300 form, obtain supervisory approval, and submit to AFC Personnel Manager 14-30 days before scheduled beginning training date.
 - c. The Personnel Office shall:
 - route A135.300 to State Forester's office for approval/disapproval,
 - return copy of A135.300 approval/disapproval to requesting AFC Unit,
 - submit original A135.300 to Fiscal Office for audit retention,
 - process IATP enrollment and, upon receipt of confirmation, forward confirmation to the appropriate AFC Unit, and
 - arrange lodging for IATP training, if requested on A135.300 and will notify AFC Unit of location of lodging. Lodging for IATP training is billed direct to the AFC. Employees are responsible for meals only.
 - d. The employee shall:
 - complete TR-1 for meal and lodging reimbursement with itemized receipts.
 - complete and attach TR-1B if lodging direct billed to AFC.
 - attach copy of approved A135.300 to TR-1 and TR-1B.
73. This AFC Training Policy supersedes all earlier versions of AFC § 110 policy and interpretive memoranda, which are hereby repealed.